



## **POSTAL REGULATORY COMMISSION**

### **JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 01-22**

**OPEN: OCTOBER 7, 2021**

**CLOSE: OCTOBER 28, 2021**

**POSITION TITLE:** CHIEF DATA OFFICER (TERM)  
**GRADE:** PRC-7  
**SALARY RANGE:** PRC 7 \$144,128 - \$172,500  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF SECRETARY AND ADMINISTRATION  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**SECURITY**  
**CLEARANCE:** PUBLIC TRUST BACKGROUND INVESTIGATION  
**INFORMATION:** ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT

**WHO MAY BE**  
**CONSIDERED:** OPEN TO THE PUBLIC  
**APPLICATION PERIOD:** THREE WEEKS OR UNTIL 150 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

### **SUMMARY**

The Postal Regulatory Commission is seeking a Chief Data Officer (Term) to provide data governance services pertaining to the administrative operations of the Postal Regulatory Commission. The incumbent of this position will serve as the Chief Data Officer and will report to the Secretary and Chief Administrative Officer in the Office of Secretary and Administration. This position is a multi-disciplinary role responsible for the development and implementation of the Commission's enterprise-wide strategic data and analysis mission with respect to the Commission's regulation of the United States Postal Service.

### **LEARN MORE ABOUT THIS AGENCY**

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the Postal Service. The five-member bipartisan Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the public.

### **WORK ENVIRONMENT**

The Commission annually ranks as one of the best places to work in the federal government, scoring high in employee engagement and environment. The Commission also is on the forefront of offering flexible working arrangements, and after an initial training and probationary period, it allows employees the opportunity to participate in telework combined with alternative work schedules. In the current pandemic situation, all employees are teleworking and supported by a variety of Commission technologies.

## MAJOR DUTIES AND RESPONSIBILITIES

The Chief Data Officer position is a management-level position responsible for establishing and leading the Commission's data management program. This position will be responsible for assessing and understanding the data needs and statutory requirements with respect to the Commission's regulation of the United States Postal Service and administrative obligations. This strategic role will be responsible for partnering with executives and data analysts across the Commission to develop, implement, and maintain the strategy and programs necessary to ensure strategic data needs of the agency are met.

Working at a very small independent agency, the incumbent must be flexible and adaptive in order to assess, recommend, and implement a comprehensive data program in support of the Commission's strategic goals.

Specifically the Chief Data Officer will:

- Serve as Chief Data Officer, and in coordination with the Secretary of the Commission, lead Commission-wide efforts on data policy and governance.
- Establish vision, standards, protocols, and governance for the Commission's collection and utilization of Postal data in compliance with the OPEN Government Data Act and in support of the Commission's strategic goals.
- Work with Commission leadership to develop a strategy to leverage data to support evidence-based decision making, continuously improve the speed and accuracy of the Commission's work, and strengthen Commission's responsiveness to American citizens, postal customers, and postal stakeholders.
- Establish a plan for compliance with the OPEN Government Data Act, including creation of data governance body, program policy, strategy, control, data inventory and collection, and data skills assessment. Establish and execute a Strategic Data Plan. Chair the agency Data Governance Board.
- Develop and oversee all data standardization related activities to include the preparation, extraction, provisioning, protection, and dissemination of data.
- Ensure that the data and data needs of the Commission's component offices are met by providing Commission-wide coordination with data users and office heads responsible for generating, disseminating, protecting, and using data.
- Assist with the development of well-designed data design documentation and data models that guide and inform individual office components.
- Ensure shared accountability across the Commission's offices for the specific data areas each office is responsible for.
- Lead efforts to track and integrate data collections, databases, physical data models and linkages between data sets across the Commission.
- Develop and maintain a technological and analytical infrastructure that is responsive to the Commission's strategic data needs; exploit traditional and emerging analytical methods to improve decision making, optimize outcomes, and create efficiencies.
- Ensure that the Commission maximizes the use of data in the agency, including for compliance with the OPEN Government Data Act, cybersecurity, and the improvement of agency operations.
- Ensure comprehensive inventory of data sets are made available to internal and external stakeholders; conduct data maturity assessments (with defined parameters and benchmarks); establish a data collection plan; and plan to submit Commission data to the Federal Data Repository, data.gov.
- Conduct skills assessments and make recommendations concerning increasing data knowledge within the Commission. Conduct data skills assessment to support a data-driven workforce. Develop data related roles and responsibilities, promoting employee development in data analytics and access.
- Champion a culture of data and evidence-based decision making through leading the development of analytical products and services The Commission, specifically OSA, will rely heavily upon this position for accuracy and timeliness in the completion of assigned tasks. Work activities typically support multiple projects/programs and contribute to the objectives of one or more organizational units within OSA.

## QUALIFICATIONS AND EVALUATION

To be eligible for consideration, your application materials must demonstrate that you possess **specialized experience** that has equipped you with the ability, skill, and knowledge to successfully perform the duties of this position described above. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You will be evaluated based on your cover letter and resume. The best-qualified applicants will be referred to the Secretary for further consideration and possible interview.

**SPECIALIZED EXPERIENCE** includes, but is not limited to, experience in the following:

- Expertise and familiarity with data governance, database management, database queries, cloud computing, data security, privacy, confidentiality, data analytics, big data methods, statistical methods, policy analysis, open data practices as described in the Evidence Act and Paperwork Reduction Act (PRA), and information quality standards set out in the Information Quality Act (IQA).
- Demonstrated leadership and advocacy experience on data program management and improvement objectives, including providing data leadership and obtaining consensus from technical and non-technical stakeholders at different levels of an organization.
- Extensive experience in the ability to communicate effectively, build coalitions, manage organizational culture change and exert influence with political savvy among stakeholders;
- Comprehensive knowledge and ability to facilitate and implement best practices in data curation and management across the entirety of the data lifecycle, to facilitate improved regulatory outcomes by supporting agency compliance with Executive Orders and OMB Circulars; and to think strategically and solve complex problems regarding the application of data to data-driven decision-making;
- Experience in data management principles, design, and analysis to identify the appropriate data, methodological approach, and design in order to derive meaning from datasets that are large, disparate, unstructured, and/or complex.
- Experience managing and improving data quality and metadata, such as through the development of policies, tools, and management or support of data governance bodies.

## EDUCATION

This position does not require education to qualify.

## BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding.

For more information, visit either <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/> or <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>.

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>.

You will be paid for **Federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2021>

If you are a current Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan \(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You may participate in the **Flexible Spending Account (FSA)** program for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.

## CONDITIONS OF EMPLOYMENT

- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- You will be required to participate in direct deposit.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- You must successfully pass a background investigation.
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- The Postal Regulatory Commission uses e-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.

## ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. The Commission also has ethics rules (39 C.F.R. subpart A of part 3001 and supplemental standards of ethical conduct [C.F.R. part 5601]. The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on an annually published prohibited securities list. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

## REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office via email at [HR@prc.gov](mailto:HR@prc.gov) or Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

## EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

## VETERAN INFORMATION

If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an Application for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view FedSHireVets.

## LEGAL AND REGULATORY GUIDANCE

*Social Security Number*—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others

who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

**Privacy Act**—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature**—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements**—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service**—If you are a male applicant born after December 31, 1959, on request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

## **WHAT TO EXPECT NEXT**

Once your online application is submitted you will receive a confirmation notification by email. After we receive application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

## **ADDITIONAL INFORMATION**

**Receiving Service Credit or Earning Annual (Vacation) Leave:** Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

## **HOW TO APPLY**

**Applicants to vacancies Deputy Director, Compliance Division PRC 06-21 and Deputy Director, Data Analytics Division PRC 08-21 may be considered as part of this posting and do not need to reapply. New applicants must apply through the online application system at <https://www.usajobs.gov/GetJob/ViewDetails/616773500>. Follow the prompts to register, answer a few questions and submit all required documents.**

If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.

**In order for your application to be considered complete, the following documents must be submitted:**

1. Cover Letter (no more than two pages)
2. Resume must contain the following information:
  - a. name
  - b. address
  - c. contact information
  - d. *If you are claiming veteran preference, you must indicate the type of veterans preference you are claiming on your resume*
  - e. detailed work experience related to this position as described in the major duties including:
    - i. dates of employment
    - ii. title
    - iii. grade (for Federal employment)
  - f. education

3. Current and former Federal employees must submit a copy of your last or most recent SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy. (The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive])
  - a. Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.
4. Five point veterans must submit a DD214 (member 4 copy)

***Failure to provide this documentation will result in your application not receiving 5-point preference.***

5. Ten point veterans ***must*** submit the following:
  - a. A copy of your DD214
  - b. Application for 10-point Veteran's preference, SF-15 [http://www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf)
  - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
  - d. If you're currently serving on Active Duty: submit a letter from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

***Failure to provide this documentation will result in your application not receiving 10-point preference.***

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>

**Additionally, applicants are strongly encouraged to submit:**

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)  
[http://www.prc.gov/sites/default/files/job-openings/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

**Application packages will NOT be accepted via email, mail or fax. All applications must be received by 11:59 pm on the closing date.**

This vacancy announcement will be open from October 7, 2021 to October 28, 2021 or until 150 applications have been received, whichever occurs first. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

#### **For More Information**

You can obtain forms and additional information by contacting HR at 202-789-6869.